

**Sample Form for PPEL-A (to be typed on letter head)**

Photograph  
of the  
Applicant

Rs.5/-  
Court Fee Stamp

M/s \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Date:-

Name of the Police Station:-

To,

The Commissioner of Police,  
Desk – X (Hotel Branch),  
Brihan Mumbai.

Subject :- Application for the grant of Place of Public Entertainment licence for  
conducting activity of **Permit Room/ Beer Bar** at

\_\_\_\_\_  
Sir,

I undersigned Shri/Smt/kum \_\_\_\_\_

owner of Hotel M/s \_\_\_\_\_

would like to apply for grant of Place of Public Entertainment Licence of Class-A at the above  
address. The place belongs to me/ taken on rent or lease.

**Details are as follows :-**

- 1) Full Name :- \_\_\_\_\_
- 2) Occupation :- \_\_\_\_\_
- 3) Parentage :- \_\_\_\_\_
- 4) Age (Date of Birth and Place of Birth) :- \_\_\_\_\_
- 5) Nationality :- \_\_\_\_\_
- 6) (A) Residential Address (in Mumbai) :- \_\_\_\_\_  
With telephone/Mobile number/ \_\_\_\_\_  
E-Mail \_\_\_\_\_
- (B) Native Place Address with name of :- \_\_\_\_\_  
Police Station \_\_\_\_\_
- 7) (A) Full Name of the Establishment :- \_\_\_\_\_  
& Address (With Landkmark) \_\_\_\_\_
- (B) Whether any other name is used for :- \_\_\_\_\_  
the establishment

(C) Whether applied in the past for :- \_\_\_\_\_

similar licence. If so, give details

8) Exact Nature of Entertainment Activity :- \_\_\_\_\_

9) Copies of document attached whichever is applicable

Sr.No.	Documents From Various Department	Submitted Document
	<b>BMC Departments</b>	
1	Shop & Establishment License	
2	Eating House & Permit Room License from BMC	
3	Grade License	
4	Property Tax paid Receipt	
5	Occupation/ Commencement Certificate of BMC or Certificate from BMC stating "No Action Pending"	
6	NOC from Local BMC Building Branch with regards to Development Control Rules	
7	NOC from BMC Traffic Co-Ordinance Department, Worli.	
	<b><u>Fire Brigade Department</u></b>	
1	NOC - Certificate from Fire Brigade to the effect that all precautionary measures are taken from public safety point of view.	
	<b><u>Excise Department</u></b>	
1	FL-III/FL-IV Licence & Map of Establishment signed by Supdt. of State Excise Department.	
	<b><u>FDA / FSSAI Authority</u></b>	
1	Food Safety & Standards Authority of India Licence under FSS Act-2006 "Form-C"..	
	<b><u>Police Department</u></b>	
1	Police Registration Certificate issued by Divisional ACP.	
	<b><u>Documents from Applicant</u></b>	
	<b><u>Place</u></b>	
1	Ownership document if the place is Owned by the applicant	
2	Rent receipt/Lease Agreement/Land Lord OR Society NOC, if the place is on rent/lease.	
	<b><u>About establishment / company / firm</u></b>	
1	Copy of Partnership Deed, if Partnership firm.	
2	Copy of Memorandum & Articles.	
3	Copy of the resolution under which authorized to sign and obtain the above licence from Police Department.	
4	Applicant/All Partners/Directors residential Proof.	
5	List. of Directors	
	<b><u>Other documents</u></b>	
1	Certificate from Govt. Electrical Inspector or Govt. Approved Private Contractor regarding the safeness of Electrical Fittings.	
2	Certificate about installation of Fire Extinguishers is in proper condition & updated.	
3	Telephone installation Certificate from Telephone service Provider (telephone in working condition) / Copy of latest telephone Bill.	
4	Site Plan showing religious, educational institution and hospital within a radius of 75 meters of the establishment	

If any other documents are required the same will be submitted as soon as we are informed. Copies of above documents are attached herewith.

It is requested that necessary licence may kindly be granted. I will abide by the conditions of the licence.

Hoping you would do the needful at the earliest and obliged.

Thanking you,

Yours faithfully  
(Full Name & Signature)